

MINUTES  
OF THE 8 MARCH 1982  
MEETING OF THE FINE ARTS COMMISSION

1. The meeting was called to order at 1105 hrs. in room 2D03, Headquarters. Present were:

Members: Bruce T. Johnson, Chairman

Consultant:

Representatives:

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2. The minutes of the 8 February meetings were approved with the following changes: para. 1, [redacted] (as Representative, not Member); para. 3.a.2. to read "not including insurance costs"; para. 4.b., [redacted]; para. 4.c.1., Corcoran vice Cochran.

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3. Committee Reports

a. Exhibits

1) [redacted] reported that the photography exhibit has been posted.

2) The Outstanding Women exhibit scheduled for the month of April has been canceled. There was a discussion of the possibility of displaying some small sculptures borrowed from the Melzac collection. This matter is pending.

4. Old Business

a. [redacted] reported on the portrait restoration. Susan Brook has advised that two of the deteriorating portraits by Draper have a readily soluble varnish but that two have varnish of an unknown type. Ms. Brook will need to experiment on these two latter portraits before she can make a judgment about their restoration. Most of her work would be done in house. She has not yet quoted a price for her work, but it was decided that if her price is in line, she will be awarded the work.

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STAT            b. [ ] circulated drawings of the pedestal for the Melzac sculpture. GSA has requested that one of the plastic panels be removable in order to facilitate cleaning. OL has suggested that, instead of mounting the statue on a new base, the existing base be placed in a hollow place in an opening in the planned pedestal. Both of these suggestions were acceptable to the FAC. Mr. Johnson suggested that the finished pedestal be placed closer to the courtyard windows than shown on the drawings.

                c. With regard to cafeteria lighting, Mr. Johnson reported that he had received a phone call from [ ] chairman of the Cafeteria Committee, reporting that GSA had requested a delay in any changes in lighting until other possible modifications in the cafeteria have been investigated. STAT

STAT            d. [ ] circulated a draft employee notice on the craft show, scheduled to be opened on 30 April and to run until 28 May 1982. One change was suggested. [ ] will submit the draft to the Regulations Control Division. STAT

5. New Business

STAT            a. [ ] announced that the Agency has scheduled a clean up campaign for next July. The FAC has been asked to compose an employee bulletin announcing this fact in such a manner as to generate enthusiasm. [ ] will discuss the matter with [ ] Chairman of the Work Environment Committee. STAT

                b. The FAC has been asked by the Executive Dining Room to consider changing the art work hanging on its walls. The present pictures are bolted to the walls and removal would probably leave discoloration on the walls. This matter will be discussed further.

                c. Regarding the missing 170 prints from the National Museum of American Art, a memorandum was found in old FAC files indicating that these prints were donated. [ ] wrote to the NMAA that the prints had been received and mounted some time ago, and included a copy of the old memo. Hopefully this will take care of the matter. STAT

STAT            d. [ ] has written a memorandum for the record, copy attached, giving procedures for arranging and displaying exhibits. It was suggested that a copy of this MFR be sent to each prospective exhibitor at the time the exhibit is approved.

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e. [ ] wanted the FAC to be aware that OCR is in the process of refurbishing the library, and will either be buying new furniture or reupholstering the present pieces. They have called [ ] for help.

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f. [ ] advised that the sidewalk in front of the P&PD building is scheduled to be repaired in the spring and that installation of a handrail has been proposed. He asked for an opinion on which of two types of handrails should be installed. Agreement was reached on this issue and [ ] will write OL informing them of the decision, with a concurrence line for Chairman, FAC.

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g. [ ] asked if the FAC would be interested in an exhibit of comic strip drawing--what goes in to the making of a comic strip, the drawing as well as the writing. He knows an Agency employee who is a comic strip artist and is willing to assemble such an exhibit. The FAC voted with enthusiasm in favor of such an exhibit.

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h. [ ] mentioned that the planting boxes presently on the 7th floor penthouse may need to be moved. She asked for suggestions as to where the boxwood plants could be used, if they should be removed from the area. The area in front of the main entrance was discussed but rejected. No other specific suggestions were forthcoming.

6. The next meeting of the FAC will be held on 12 April 1982 at 1100 hours in room 7D32.

7. The meeting was adjourned at 1205 hours.

[ ]

Bruce T. Johnson

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Attachment:  
Memo for the Record

9 March 1982

MEMORANDUM FOR THE RECORD

SUBJECT: Procedures for Arranging for Exhibits in Fine Arts Exhibit Area

1. Scheduling of the exhibit area in the 1D corridor of the Headquarters building is controlled by the Exhibits Chairman, Fine Arts Commission. The area should be reserved several months in advance.

2. Requests for services, i.e., panel set-up, lighting, clearing of hall, delivery of loans from dock, disassembly, etc., should be made by memorandum to the Chief, Logistics Services Division, Office of Logistics (OL/LSD), two weeks prior to the posting of any exhibit. Included should be dates for set-up and dismantling and the name of a contact responsible for supervision.

a. Available to users are modular panels set in three "S" configurations. Size of each configuration is as follows: 6'H X 3', 12', 3', 12', 3'W. These configurations must be arranged so that there are no barriers facing the elevator, Office of Medical Services, stairway, or TADS Computer Center entrances.

b. Six locked cases are available for display of small objects. A minimum of two persons is required to open and close these cases.  to arrange for the unlocking of these cases.

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c. An assortment of tools and hardware for hanging pictures may be borrowed from OL/LSD. Boxes and stands for the display cases are stored within the bases of some of the cases.

d. Track lights in the areas can be spaced as needed by GSA forces on a one-time basis.

e. Publicity and printing are to be coordinated through the Exhibits Chairman. One large primary poster is needed for the wall-mounted panel in the

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Fine Arts Exhibit Area

exhibit corridor. Two 18W X 24H unmounted posters are to be made for the kiosks in the 1F and 1C corridors. If desired, 18 additional 18 X 24's may be made for placement in outlying buildings and in the six entry display modules of Headquarters building. [REDACTED] Distribution of posters is made through Personal Affairs Branch, Office of Personnel. Two hundred (200) tent cards for placement in the Headquarters building cafeterias may also be produced and given to the GSI manager for placement on a time-available basis.

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f. Insurance coverage for in-house display of borrowed art exhibits or employee-owned, professionally appraised art and artifacts will be arranged at component expense by OL/LSD. Complete lists of items, ownership, and exact dates for coverage must be provided.

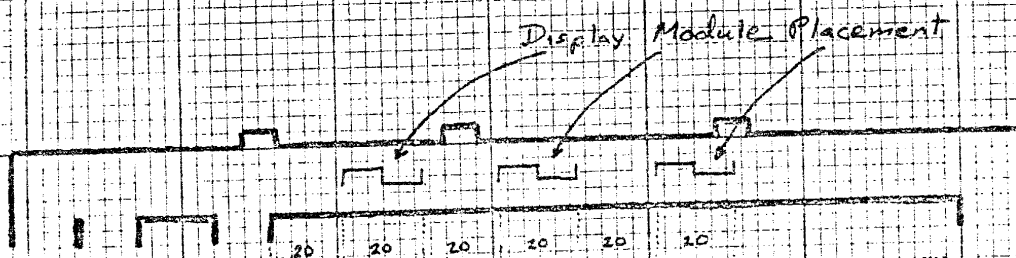
3. Requests for services are to include date and afternoon that assistance is required, a drawing for placement of panels and cases, plus any insurance requirements. Any or all excess panels, poles, and cases are to be neatly stored in the center of the south end of the 1D corridor or against the walls midway down the 1A corridor. Any exhibit organizer must have a responsible supervisor present during set-up and break-down of exhibits.

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[REDACTED]  
Fine Arts Commission Consultant

cc: C/FAC  
Exhibit Chairman, FAC

SKETCH D



1 D Corridor  
1" = 40 FEET

